

**City of Fresno**

**J86/J87**

**NEIGHBORHOOD STANDARDS SPECIALIST I  
NEIGHBORHOOD STANDARDS SPECIALIST II**

*Class Definition*

Under supervision, performs office and field work related to the maintenance of properties in conformance with various City ordinances.

*Distinguishing Characteristics*

Neighborhood Standards Specialists are assigned to the Neighborhood Standards Division of the Department of Housing and Neighborhood Revitalization. Incumbents participate in various enforcement activities to assure compliance with City ordinances enforced by the division. These ordinances include zoning, signs, used and waste tires, illegal dumping, public nuisances, and weed abatement. Incumbents are expected to effectively arbitrate and develop constructive solutions to neighborhood problems in conformance with the full range of codes.

Neighborhood Standards Specialist I is the entry level class in the series. Incumbents perform similar duties as the Neighborhood Standards Specialist II, but are not expected to perform with the same independence and judgment on matters related to established procedures and methods.

Neighborhood Standards Specialist II is the journey level class in the series. Incumbents are expected to perform the full range of assigned duties with only occasional instruction or assistance. This class is distinguished from Senior Neighborhood Standards Specialist in that the latter is the advanced working/lead level class in which incumbents are responsible for providing lead direction to lower level staff.

*Typical Tasks*

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Receives and documents complaints from citizens regarding possible code violations.

Conducts field investigations to identify possible violations of the various ordinances administered by the Neighborhood Standards Section.

Conducts research of City records to determine property development requirements or standards.

Assists in the preparation and implementation of programs to support compliance with codes; keeps and updates records on assigned cases.

Receives and responds to citizens' inquiries and provides full assistance in assuring that the inquiries are effectively answered.

Assists the public in interpreting the provisions of pertinent City ordinances.

Conducts field inspections to ensure compliance with code provisions; writes letters to citizens regarding code provisions.

Compiles statistics and prepares periodic reports as required.

Consults with property owners and contractors on methods of abatement and inspects contract work to authorize payment.

Appears as an expert witness at show cause hearings, municipal judicial hearings, and court.

Coordinates the handling and resolution of complaints with other divisions, City departments, and outside agencies.

Performs research to determine property ownership.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

#### Neighborhood Standards Specialist I:

Ability to acquire knowledge of Fresno Municipal Codes on land development, signs, public nuisances, weed abatement, and other applicable codes and regulations.

Ability to work effectively with individuals or neighborhood groups to address neighborhood standards.

Ability to arbitrate disputes related to code standards.

Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with the code.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Ability to make clear and persuasive oral presentations.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to maintain technical and administrative records.

Ability to use a variety of computer business software applications.

Neighborhood Standards Specialist II:

In addition to the requirements for the Neighborhood Standards Specialist I level:

Knowledge of Fresno Municipal Codes on land development, signs, public nuisances, weed abatement, and other applicable codes and regulations.

*Minimum Qualifications*

Neighborhood Standards Specialist I:

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, business administration, or closely related field. Related technical experience which required the enforcement of local governmental codes and ordinances in a public or field setting may be substituted for the required education on a year-for-year basis.

Neighborhood Standards Specialist II:

One year of experience as a Neighborhood Standards Specialist I with the City of Fresno.

**- OR -**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, business administration, or closely related field; and one year of experience involving the enforcement of municipal codes related to zoning and development standards.

Related technical experience which required the enforcement of local governmental codes and ordinances in a public or field setting may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_